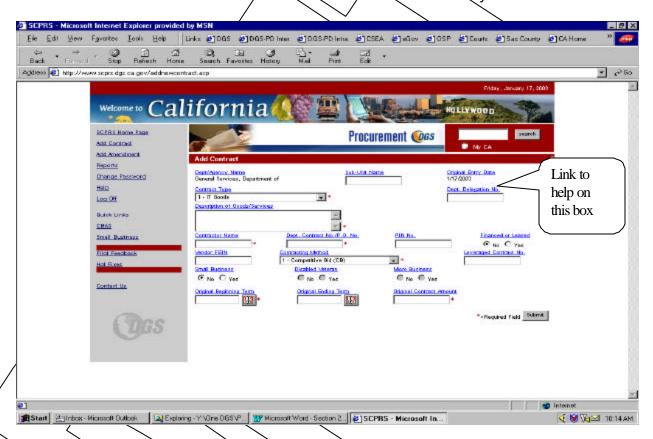# Add Contract

State Contract and Procurement Registration System (SCPRS)

Procurement Division, DGS
DATE

The following screen is used to add a contract. This will be the first screen that you will go to when you are putting a new contract into SCPRS. Also, amendments **cannot** be added to the SCPRS until a contract has first been added to the system.

If you click on the underlined blue title of the box (see the ***Dept. Delegation No.*** box in the screen above), a pop-up screen will appear on top of the SCPRS screen.

Note: To open a second help box in SCPRS, you must first ***Close*** this help/information window. If you do not close this window, you can still continue in the SCPRS screens, but the window remains open and may affect the performance of the system.

The following pages in the User's Guide will address each of the boxes on this first **Add Contract** page. The boxes will be listed as they appear on the screen, starting at the top of the screen and going from left to right.

Boxes that have a red asterisk to their right are required and **must** contain data. If a required box does not contain data, the system will not allow you to continue when the gray *Submit* button on the bottom of the screen is clicked.

Dept/Agency Name - Default
The name of the User's department or agency will automatically show on the screen and is defaulted according the Department/Agency associated with your email address. The user does not have to do anything for this information to be added to the new contract.

Sub-Unit Name
Enter the full name of the Department/Agency sub-unit. **Do Not Abbreviate**. For example: Procurement Division is a sub-unit of the Department of General Services.
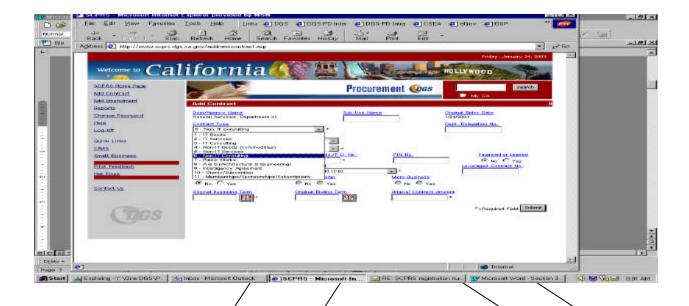
Original Entry Date - Default
This field will default to today's date when a new contract is entered based on the SCPRS computer's system date. The data format is month, day, year order (MM/DD/YYYY). 03/22/2003 is March 22, 2003.

Contract Type - Required; pull-down box
This box permits the user to select from a list of choices for contract type. One of the choices **must** be selected. The system defaults the value of the contract type to the first item on the list, i.e., 1-IT Goods.

To select a different contract type than IT Goods click on the small gray arrow at the far right inside of the box and a pull-down box will appear. Your screen will look like that below. Move your mouse to the item you would like, and click on that item. The item should now appear in the Contract Type box.

Below is a detailed description of each item that is available for **Contract Type**. If further assistance is needed, please send an email to the SCPRS staff through the **Contract Us** link located in the gray area on the left of the screen.

   1 - IT Goods
       Required: Beginning Term; Delegation
       What
       When
       When not to use
       How is it used
       Where is it used
       Include code number or reference when possible

   2 - IT Services
       Required: Beginning Term; Ending Term; Delegation
       What
       When
       When not to use
       How is it used
       Where is it used
       Include code number or reference when possible

   3 - IT Consulting
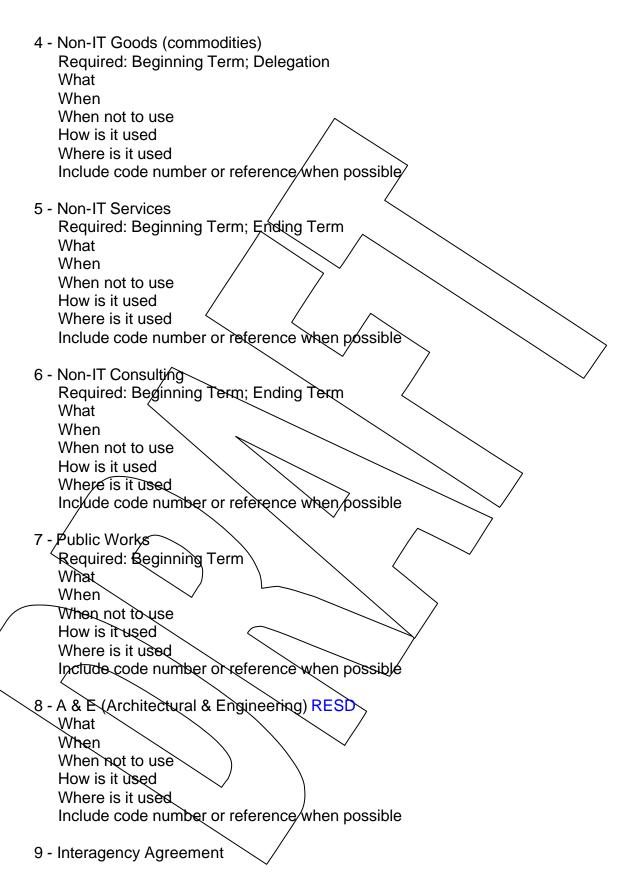   Required: Beginning Term; Ending Term; Delegation
       What
       When
       When not to use
       How is it used
       Where is it used
       Include code number or reference when possible

4 - Non-IT Goods (commodities)
  Required: Beginning Term; Delegation
  What
  When
  When not to use
  How is it used
  Where is it used
  Include code number or reference when possible

5 - Non-IT Services
  Required: Beginning Term; Ending Term
  What
  When
  When not to use
  How is it used
  Where is it used
  Include code number or reference when possible

6 - Non-IT Consulting
  Required: Beginning Term; Ending Term
  What
  When
  When not to use
  How is it used
  Where is it used
  Include code number or reference when possible

7 - Public Works
  Required: Beginning Term
  What
  When
  When not to use
  How is it used
  Where is it used
  Include code number or reference when possible

8 - A & E (Architectural & Engineering) RESD
  What
  When
  When not to use
  How is it used
  Where is it used
  Include code number or reference when possible

9 - Interagency Agreement

Required: Beginning Term; Ending Term
What
When
When not to use
How is it used
Where is it used
Include code number or reference when possible

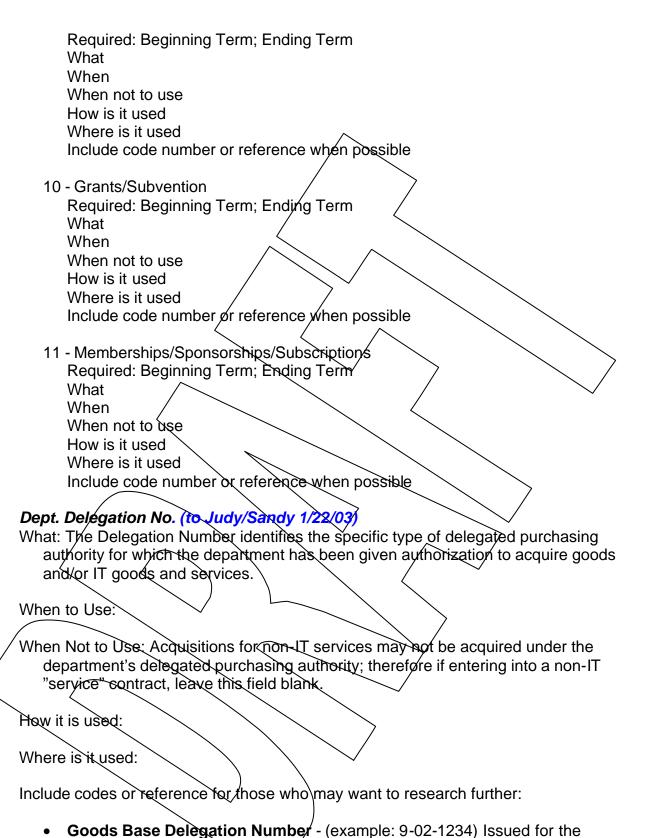10 - Grants/Subvention
Required: Beginning Term; Ending Term
What
When
When not to use
How is it used
Where is it used
Include code number or reference when possible

11 - Memberships/Sponsorships/Subscriptions
Required: Beginning Term; Ending Term
What
When
When not to use
How is it used
Where is it used
Include code number or reference when possible

Dept. Delegation No. *(to Judy/Sandy 1/22/03)*

What: The Delegation Number identifies the specific type of delegated purchasing authority for which the department has been given authorization to acquire goods and/or IT goods and services.

When to Use:

When Not to Use: Acquisitions for non-IT services may not be acquired under the department's delegated purchasing authority; therefore if entering into a non-IT "service" contract, leave this field blank.

How it is used:

Where is it used:

Include codes or reference for those who may want to research further:

- **Goods Base Delegation Number** - (example: 9-02-1234) Issued for the acquisition of materials, supplies, and equipment up to $25,000 per transaction, or the department's delegated purchasing authority limit as specified in the

department's Delegation Authority Approval Memorandum. If acquiring a purchase under GC 14838.5, departments may make purchases up to $99,999.99 under their Goods Base Delegated Purchasing Authority.

- **Information Technology (IT) Base Delegation Number** - (example: IT-123) Issued for the acquisition of information technology and telecommunications goods and services up to $500,000 per transaction, or the department's delegated purchasing authority limit as specified in the department's Delegation Authority Approval Memorandum.
- **Expanded Delegation Number** - (example: 9-02-9123) Issued for the acquisition of goods, information technology or telecommunications goods and services that exceed the base delegation limits. An expanded delegation is a general expansion of authority with no restrictions on the type of goods a department can acquire.
- **Special Delegation Number** - (example: 9-02-9123) Issued for the acquisition of goods, information technology or telecommunications goods and services that exceed the base delegation limits. A special delegation is generally for a specific type of goods or group of identified goods.
- **One-Time Delegation Number** - (example: DO-123) Issued for the acquisition of goods, information technology or telecommunications goods and services that exceed the base delegation limit, but the department is not seeking a special or expanded delegation. Generally, a procurement conducted under this type of delegation is reviewed and approved by PD before the contract is issued.

Description of Goods/Services - Required
Describe the goods and or services related to this contract/procurement, i.e., if the contract is for services, describe briefly the contractor deliverables. Be as concise as possible.

Contractor Name - Required
Enter the complete name of the contractor. **Do not abbreviate or use acronyms. Do not enter the Contractor's address or telephone number.**

Dept. Contract No./P.O. No. - Required
The Contract or Purchase Order number is a unique identifier based on the awarding authority's numbering scheme. This number is the one your department/agency assigns to this transaction.

PIN No.
The PIN Number is the Department of General Services Procurement Information Network (PIN) number assigned by the Procurement Division for a specific contract.

   Note: Your Department/Agency may not have a PIN number; therefore this is not a mandatory field.

Financed or Leased

Yes or No buttons. Click on the yes or no button to indicate if this contract/procurement is financed or leased.

If the user selects "**Yes**", that means that the contract requires Financing **or** Leasing.

If the user selects "**No**", that means the contract is **neither** Financed nor Leased.

Vendor FEIN

Enter the entire Federal Employer Identification Number (FEIN) or the entire Tax Identification or Social Security Number. This number **must** be a 9 digit numeric value with no formatting such as dashes (-) or periods (.) between the numbers. If the number is more or less than 9 digits and contains characters other than numbers, you will see a message telling you that it must be 9 numeric digits with no formatting.

This number provided to you by the vendor is confidential information. The only time the user will be able to see the entire number on the screen is when they are adding a new contract or a new amendment. All other views will contain only the last 4 digits of the FEIN with an 'X' substituted for all other numbers.